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For the Internal
Review file*

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CONFIDENTIAL

24 OCT 1972

MEMORANDUM FOR: Chief, Administration and Training Staff

SUBJECT : Functional Statement
Office of Security

1. At the request of the Chief, Budget and Fiscal Branch, the Office of Security functional statement has been reviewed and revised to reflect our present objectives.

2. Coordination has been effected with the various OS components.



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Acting Chief, Executive Staff

Attachment:
OS Functional Statement

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October 1972

OFFICE OF SECURITY FUNCTIONAL STATEMENT

Office of the Director

The Director of Security prepares and executes the Agency security program and performs security inspection functions.

25X1C The Director of Security recommends Agency policies relating to security, and establishes procedures for implementation; obtains and evaluates, through investigation, [REDACTED] and liaison contact with other U. S. agencies, pertinent information regarding the security acceptability of personnel for employment, assignment or association with the Agency; develops and conducts internal counter-intelligence programs; establishes physical security safeguards for Agency establishments; determines the effectiveness with which security programs and policies are being accomplished and institutes or recommends, as appropriate, improvements where indicated; furnishes security advice and guidance to Agency employees.

The Director of Security institutes, implements and conducts [REDACTED] for the Agency; provides security support to emergency planning; establishes and maintains necessary liaison with officials in other government agencies on security matters; investigates reports of security violations and noncompliance with security policies or regulations; makes necessary inspections, investigations, and reports to assure proper maintenance of security; conducts certain activities pertaining to over-all alien program; conducts research in security fields; provides security support and trained professional security officers, as required, to Agency components and domestic and foreign installations and operations; plans, develops and conducts the Agency safety and fire prevention programs for domestic installations and furnishes staff guidance and assistance for the development of similar overseas programs; develops security policy and standards for the establishment and maintenance of security of Agency industrial contractual arrangements.

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The Director of Security develops a coordinated Agency program to ensure the security of official data in Agency computer and related information processing operations and recommends procedures

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Office of the Director (Con't)

for its implementation by operating officials; monitors the operation of Agency compartmented computer systems to ensure that they meet the security requirements set forth in [REDACTED] and maintains a centralized data base covering unauthorized disclosures of intelligence to the public information medium.

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The Director of Security is the Chairman of the Security Committee of the United States Intelligence Board (USIB). This Committee advises the U. S. Intelligence Community on security matters of concern; initiates appropriate investigative action and damage assessment in the event of an unauthorized disclosure affecting U. S. intelligence sources and methods; promotes uniform security standards and practices; and supervises the activities of the Computer Security Subcommittee.

The Director of Security as executive agent for the intelligence community provides training in [REDACTED] personnel of USIB member departments and agencies.

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Executive Staff

The Executive Officer is responsible to the Director of Security in the planning and policy fields of the Office of Security which transcends specific organizational components. He is the alternate member of the Security Committee of the United States Intelligence Board and the DCI representative on the National Military Information Policy Committee (NDPC). He maintains appropriate liaison with CIA components and other government departments and agencies on matters of security policy concern. As the Chief, Executive Staff, he directs the activities of the Executive and Planning Division and the Special Security Center. He furnishes security support to the Deputy Director for Support and the DCI through the Director of Security.

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Executive Staff (Con't)

Executive and Planning Division

The Executive and Planning Division serves as a policy and planning component of the Office of Security in security matters which transcend specific organizational components; prepares and/or coordinates Agency policies, procedures, regulations, and issuances of a security nature; serves as the focal point for the coordination of action papers received from other CIA elements requiring an Office of Security position and the signature of the Director of Security or his deputy; furnishes security policy advice on proposed legislation, Executive Orders or other matters of Agency security interest; conducts special security studies and reviews on matters having security policy implications and recommends action as appropriate; prepares Office of Security reports on production, progress, and objectives; and administers the Office of Security Records Management Program in accordance with [REDACTED]

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The Division provides the OS representative to the CIA Board of Review; assists in the preparation of the Program Call for submission to DDS and OPPB; provides the Executive Secretariat to the Security Committee of the United States Intelligence Board for handling intelligence community security matters pursuant to [REDACTED] (includes such actions as unauthorized disclosures and damage assessments).

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The Division provides the Alternate DCI Member on the National Military Information Disclosure Policy Committee (NDPC); coordinates NDPC policy matters and related papers having world-wide implications with the major CIA components; and visits foreign governments and international organizations as a NDPC team member at the request of the Department of Defense for the purpose of conducting surveys to protect U. S. classified military information. The Division recommends the OS position on proposed releases of National Intelligence Estimates and information to foreign governments.

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Executive Staff (Con't)

Special Security Center

The Special Security Center (SSC) establishes security policy for the extraordinary protection of certain designated intelligence collection programs conducted by CIA and other agencies represented on USIB; formulates procedures for the implementation of this security policy on a community-wide basis; assures these programs the maximum protection by the application of uniform compartmented security control systems from the initial planning stages, during research and development, procurement, deployment and operation, on through the exploitation and dissemination of the end products; conducts in depth surveys and inspections as are required to develop policy requirements; conducts independently and in coordination with other agencies periodic surveys and inspections to determine compliance with established security policies, practices and procedures for two compartmented systems.

The SSC furnishes security guidance on matters dealing with downgrading, decontrol, sanitization or public release of information related to these programs; monitors news media to keep currently informed as to the effectiveness of established security policy and the extent of possibly erosive speculation; identify possible security leaks which require investigation and/or possible action by the Security Committee/USIB; monitors the processing of all special clearance actions to ensure the most effective protection of these programs among personnel in U. S. Government agencies not represented on USIB, in the Executive Offices of the President, and those appointed to Presidential committees or study panels; and conducts the briefings and debriefings of personnel involved as well as providing other briefings when required.

The SSC provides a representative to the USIB committee which develops the requirements for these programs and a full-time security officer to the staff of the Assistant Secretary of the Air Force (R&D) who manages these special programs to ensure uniform application of these security policy standards among participating agencies.

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REFERENCE

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Joint A&TS/EPD Activities - (12 Month Period)

<u>ITEM</u>	<u>EPD HOURS</u>
Program Call - Program Submission	28
Directives and Notices	4
Records Management	500
Reassignment of EPD Personnel	2
Miscellaneous	<u>10</u>
TOTAL	544

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EYES ONLY

10 August 1972

MEMORANDUM FOR: Chief, Special Security Center
Chief, Executive and Planning Division

SUBJECT : Missions and Functions of the Executive Staff

In accordance with our discussion of 9 August 1972, I would appreciate it if you would conduct a discreet but comprehensive management review of the mission, functions, and overall responsibilities of your respective units in the Executive Staff. In effect, this should be an in-house survey, identifying priorities, and showing the effect on the Office of Security and/or our customers, should the marginal requirements be eliminated. Although the study might prove to be useful should there be additional personnel cutbacks, the primary emphasis is on priorities, duplication, overlap, and efficiency. In conjunction with this review, we might also consider:

- A. Reorganization (current organization and proposed changes).
- B. Realignment of personnel.
- C. Increased emphasis on key security functions.
- D. Elimination of marginal security responsibilities.
- E. Consolidation of Security components.
- F. The possible use of contract personnel versus staff employees.
- G. The external coordination which would be required before a function could be dropped.

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EYES ONLY

CLASSIFIED BY <u>0701-16</u>
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF E. O. 11652, EXEMPTION CATEGORY:
§ 5B(1), (2) or (3) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON
<i>Approval of DCI</i>
(unless impossible, insert date or event)

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EYES ONLY

As has been mentioned, there will be an inquiry by the Office of the Inspector General, in the near future, and our internal review is intended to establish the validity of our policies and procedures before the questions are generated from without.

There may be further guidance on this topic, but we should start pulling the material together for a full report by 29 August 1972. I would prefer that this review not be discussed with subordinates.


Acting Chief, Executive Staff

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EYES ONLY

19 December 1972

MEMORANDUM FOR: Director of Security

SUBJECT : Possible Reorganization of
the Executive Staff

1. Reference is made to your recent request that a review be made of the Executive Staff for the purpose of determining whether a reorganization might streamline procedures and/or eliminate slots.

2. This is to advise that the professional TO of the Executive Staff is [REDACTED] of these slots being assigned to the Special Security Center, and [REDACTED] being assigned to the Executive and Planning Division. [REDACTED] is assigned to the Pentagon and really does not come under the day-to-day administrative control of the Special Security Center; [REDACTED] is a Records Management Officer whose area of responsibilities is rather specialized; and [REDACTED] devotes the majority of his time to the Security Committee.

3. The mission of the Executive and Planning Division is to serve as a policy and planning component of the Office of Security in security matters which transcend specific organizational components. On the basis of my experience in the Executive Staff, it has become obvious that [REDACTED] are very heavily engaged in coordinating and otherwise preparing position papers that are of direct concern or interest to the Deputy Director of Security or the Chief, Administration and Training Staff. There is a rather close working relationship with A&TS on "planning papers" wherein EPD pulls together supporting reports from all elements of the Office of Security, whereas A&TS addresses the "personnel and money" aspects of the problem. Some overlap and confusion does exist.

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BY 607206

25X9 4. With respect to the Special Security Center, it strikes me that the unit is still operating under a broad charter of responsibilities developed in about 1962, when they had a personnel strength of [REDACTED]. At the present time it would be much more realistic to limit the activities of the Center, particularly as it relates to security surveys of codeword facilities, briefings, etc., and concentrate on the establishment of security policy, and the interpretation of security policy, related to the compartmented programs. In considering the activities of the Special Security Center, it should be noted that: (a) the unit is basically understrength for what it is attempting to accomplish; (b) overage personnel such as [REDACTED] do much to keep the unit functioning, and (c) [REDACTED] is looking towards retirement in early 1973, thus he is not getting involved in any significant programs.

25X1A 5. From an overall standpoint the Executive Staff is functioning at a serious disadvantage, at the present time, because the Executive and Planning Division is located in the Chamber of Commerce Building. It is anticipated that EPD will soon move to the Headquarters Building in an area immediately adjacent to the Special Security Center.

25X1A 6. In effect the two major elements of the Executive Staff are not really "Centers" or Divisions, and operating procedures leave much to be desired from a management standpoint. With a view towards streamlining the operation, we might possibly eliminate the GS-15 [REDACTED] in SSC, cut a secretarial slot in EPD, and organize along any of the following lines:

- A. Combine the SSC and EPD, while limiting their charter to overall "policy" matters, either in standard security or compartmented areas.
- B. Transfer the responsibilities of EPD to Chief, A&TS, and have the Executive Officer concentrate his efforts on the problems of the Special Security Center.

- C. Split up the responsibilities of FPD between A&TS, command channels, and SR&CD (records management).

7. I leave this to your discretion. At this point I lean towards option 6.A., but would suggest that we defer a final decision about sixty days, until the move has been completed and we have had an opportunity to further assess the overall operations of the Executive Staff. We might give up the [REDACTED] slot at any such time that the Office of Security is pressured for further cuts from the top.

[REDACTED]
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Acting Chief, Executive Staff